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Dental Services

MANAGING AIR FORCE DENTAL SERVICES

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This instruction establishes policies and procedures for dental services at Vandenberg AFB. It prescribes treatment capabilities, states who is authorized treatment, and explains how to access treatment. It applies to all active duty and retired military personnel, their family members and other authorized personnel. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority is in Title 10 U.S.C., Chapter 55, *Systems of Records Notices F044 AF SG*. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Vol 2, *Forms Management Program* affects this publication.

SUMMARY OF REVISIONS

The revision of this publication reflects the process changes necessitated by the recent deactivation of the Dental Squadron and activation of the Aeromedical-Dental Squadron. A bar (|) indicates a revision from the previous edition.

1. Responsibilities:

- 1.1. The commander, 30th Aeromedical-Dental Squadron has overall responsibility for the administration of the Dental Health Services Activities.
- 1.2. The Dental Flight Commander has responsibility for operations of Dental Health Services Activity.
- 1.3. Squadron Monitors are responsible for scheduling and canceling all personnel on the “examination due” roster.

2. Procedures for Receiving Routine Care: Treatment is by appointment and patients must have an initial evaluation before treatment can begin.

2.1. Active Duty Personnel:

- 2.1.1. Dental examinations are scheduled per AFCSM36-699, Volume 1, Chapter 12, *Personnel Data Systems*.
- 2.1.2. Personnel identified for examinations will report to the Dental Clinic during the action month as directed by their squadron monitor.
- 2.1.3. Dental Services will assist squadron monitors with appointing personnel due an examination and update the master Personnel Records Group.
- 2.1.4. If additional dental appointments are necessary, Dental Services will initiate AF Form 490, **Medical/Dental Appointment**, and schedule the appointment.

2.2. Non-active Duty Personnel:

- 2.2.1. Non-active duty personnel are encouraged to participate in the dental insurance programs currently available. Emergency care is available to all eligible beneficiaries and limited standby care is also offered.
- 2.2.2. Eligibility verification will be performed through the Defense Enrollment Eligibility Reporting System (DEERS) and or the sponsor's Leave and Earnings Statement (LES). Use of the LES must be voluntary on the sponsor's part.
- 2.2.3. Sponsors who are alerted for overseas assignment and whose families are not enrolled in the TRICARE Dental Program (TDP) are required to contact the Base Dental Clinic as soon as possible for an examination appointment. If dental treatment is indicated, the sponsor will be encouraged to have care completed prior to departing for the assignment, as care may be limited overseas.
- 2.2.4. Space available dental care is extremely limited both in time available and type of procedures offered. If family members are determined to be in Dental class 3 as defined in AFI 47-101, *Managing Air Force Dental Services*, they must be considered for delay actions. If dependents are enrolled in the TDP, they are encouraged to complete all needed dental treatment before they leave the area.

3. Emergency Dental Treatment:

- 3.1. Sick call for all patients is 0730 and 1230, Monday through Friday. Emergency care for other than active duty may only consist of palliative treatment and referral to their civilian dentist at no cost to the government.
- 3.2. During the duty day, individuals may be seen at any time for relief of pain or injury. After normal duty hours, patients with dental emergencies should contact the Answering Service at 1-888-252-3299. Patients having non-emergent problems are requested to use the normal sick call hours as stated above.

4. Appointment Scheduling and Cancellation:

- 4.1. The Dental Clinic schedules needed appointments for military members on AF Form 490 and sends one copy to each organization requesting verification of the appointment.
- 4.2. Active duty family member examination appointments will be done on a space available basis.

4.3. Examinations for retired military personnel and their family members will be done on a space available basis.

4.4. Appointments must be canceled as far ahead of time as possible, with a minimum of one duty day notice. Cancellations made with less than 24 hours notice will be considered broken appointments, unless made by the supervisor for duty related reasons.

4.5. Organizations will be advised on the non-attendance of the individuals assigned to their squadrons. Broken Appointment Notification memorandums will be sent.

5. Priority of Care:

5.1. Dental Services . The primary mission is to ensure the dental needs of active duty personnel are met to qualify them for worldwide duty. The Dental Flight Commander will determine to what extent family members and retired military member's treatment may be provided. This treatment is based on mission requirements, space availability, and the capabilities of the dental professional staff.

5.2. Active Duty:

5.2.1. Personnel in dental class 3 and 4.

5.2.2. Personnel on flying or mobility status, special operations duty (missile crew members, controllers) space operation personnel, and personnel selected for remote or isolated duty.

5.2.3. All other active duty personnel.

5.3. All Others :

5.3.1. IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*, non-active duty beneficiaries may be treated on a space available basis only, except emergency care.

6. Preventive Dentistry: This program is aimed at the whole military community as described in AFI 47-101, *Managing Air Force Dental Services*. The program will include a Clinical Phase, a Community Health Phase, and a Family Members Children's Phase. The following services may constitute the program.

6.1. Clinic Phase:

6.1.1. Periodic Dental Examination.

6.1.2. Oral Prophylaxis.

6.1.3. Caries Risk Assessment.

6.1.4. Topical applications of fluorides.

6.1.5. Periodontal Screening and Recording.

6.1.6. Plaque control management.

6.1.7. Preventive Dentistry counseling.

6.1.8. Construction of sports guards.

6.1.9. Smoking Cessation.

6.1.10. Hypertension Screening.

6.2. Community Health Phase:

6.2.1. Oral Health Education.

6.2.2. Newcomers Orientation.

6.2.3. Base Newspaper Articles.

6.2.4. Assessment of availability of over-the-counter (OTC) items.

6.3. Family Members Children's Phase:

6.3.1. Dental Examination (Space Available).

6.3.2. Individual Oral Health Education.

6.3.3. National Children's Dental Health Month activities.

6.4. Forms Adopted: AF Form 490, Medical/Dental Appointment.

SVEN T. BERG, Lt. Col., USAF, MC
Commander, 30th Aeromedical-Dental Squadron